

BOX OFFICE ASSISTANT (PART-TIME)

Assist in the daily operation of the box office, providing excellent customer service. Duties include:

- Sell tickets on the computerized box office system to customers in person and by telephone.
- Provide information to customers regarding all aspects of the theatre programming.
- Maintain the box office database, ensuring all information is recorded accurately.
- Perform concession sales and maintain concession's area during events as needed.
- Assist with daily reports and balancing of receipts and tickets.
- Assist with general office duties including answering telephone, preparing mail-outs and filing.

Requires ability to perform detailed data entry accurately and with adequate speed, normally requiring a speed of 40 wpm. Requires ability to use a computer and software applications, including familiarity with Word and Excel. Must be able to work in a fast-paced environment and work irregular hours, including nights and weekends.

Minimum qualifications: High School graduate and two years of customer service experience that included using computerized data systems and processing sales receipts.

Rate: \$8.00/hr.

City of Germantown Policy:

Submit a City of Germantown **part-time** employment application to the Human Resource Office, 1930 S. Germantown Rd. Germantown, TN 38138.